

Selection Process

The process will include a written exam, panel interview and other related test components. Successful completion of a police background investigation, fingerprints and credit check are required for this position.

Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process.

Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of the selection process by calling (510) 494-4660.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.



Tentative Recruitment Schedule

First Review

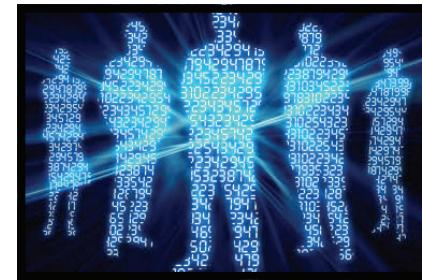
January 8th

Oral Board Interviews

January 23rd

Start Date

February 2014



Contact the City

Phone: (510) 494-4660

Website: www.fremont.gov/cityjobs

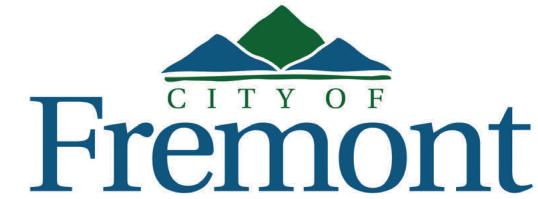
Human Resources Department
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538

Connect with Us:



13IT01

Posted: 1/8/13



Are you a highly motivated individual who wants to join a professional IT team to provide responsive, cost-effective, and innovative technology systems and services? Then the City of Fremont has the job for you!

Information Technology Manager



The recruitment will remain open until filled. First review is Noon on Wednesday, January 8, 2014

YOUR FUTURE IS IN FREMONT



Fremont, a City on the Move!

Recently ranked fifth on the "Best Run City in America" list by 24/7 Wall St. and America's third "Sharpest, Smartest City" by Reader's Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 215,000 residents.

As a full service City, Fremont employs over 830 regular employees and has an annual operating budget of \$149.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity. City of Fremont employees find their work challenging, and most importantly, enjoy the chance to make a difference through public service.

Information Technology Services Mission Statement

To deliver the best proven technology and services available for computer, data, telecommunications, mapping, and critical business systems of the organization to employees and the public through excellent customer service, continuous improvement, innovative problem-solving, adherence to standardized information technology best practices, and collaborative solutions.

The Position

This position is new for the City of Fremont. The City is seeking a motivated individual to not only fulfill, but develop the essential role and function it will serve for the City. Under the administrative direction of the Information Technology Services Director, the position performs specialized information technology work in the development, implementation, and support of City information technology systems and manages department budget to accommodate technology. The Information Technology Manager serves as a member of the department's management team.

Examples of Duties

- Develop strategic project management by anticipating and developing appropriate and innovative responses to future short and long-term technology needs.
- Conduct hardware and software needs and cost analysis.
- Participate in the development and implementation of information technology policies, standards, practices, and security measures.
- Monitor, evaluate, prioritize, and recommend the use of information technology systems and equipment.
- Manage vendor contracts for technology services and oversee the competitive bidding processes for the procurement of information technology services and systems.
- Maintain an inventory of citywide software/hardware systems and prepare a schedule for systems replacement.
- Monitor and coordinate the operating and capital budgets for the ITS Department.
- Coordinate information services activities with other departments.
- Translate technical information to departments that may not have broad technical knowledge.

Education and Experience

Any combination of education and/or experience equivalent to a Bachelor's degree in

information systems, computer sciences, accounting, mathematics, public or business administration or a related field and five years of progressively responsible experience in systems analysis, systems management, information technology project management, or supervision of information technology operations in the public sector and two years of which involved project budget management. Possession of a Master's degree is desirable.

The Ideal Candidate

The successful candidate will have a thorough knowledge of information technology and its application for public sector use, procurement methods in the public sector, and information technologies best practices and policies. Additionally the candidate must not only demonstrate the capability to fulfill the role of this new position, but more importantly the motivation to develop the essential role of this position for the City.

Licenses/Certificates/Special Requirements

- This positions requires possession of a valid Class C California Driver's License.
- This position will work across all City departments and requires successful completion of a full police background.



Compensation and Benefits

The annual salary is \$92,412 — \$124,763 depending on qualifications. Current benefit features include:

Cal PERS Retirement Benefit*

- Classic Employees - 2 % @ 60 benefit, 3 yr. final average compensation.
- New Employees - 2% @ 62 benefit, 3 yr. final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefit Plan for employees/ dependents includes \$1,750.13/month for vision, medical and dental plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefit summary can be found online at Fremont.gov or by using this link: [Benefit Summary](#)

This position is represented by the FAME bargaining unit. The probationary period for this position is twelve (12) months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

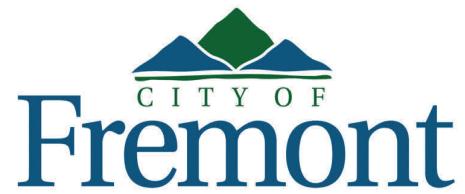


Application Instructions

To be considered for this position, submit a completed City application, resume and questionnaire:

- ◆ Through our online application system at www.fremont.gov/employment or;
- ◆ Visit our application kiosk at 3300 Capitol Avenue, Building B, Fremont, CA 94538

The recruitment will remain open until filled. The first review of applications is Noon on Wednesday, January 8, 2014. Candidates are encouraged to apply early.



SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Information Technology Manager position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Information Technology Manager. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

DIRECTIONS:

Please respond to each of the following questions. **When you apply online, you will have space to insert your answers and will not need to attach a separate copy.**

1. How many years of employment experience do you have in systems analysis, systems management, information technology project management, or supervision of information technology operations?

- None
- Less than 2 years
- 2-4 years
- 5-9 years
- 10 or more years

2. What is your highest level of education?

- High school diploma or GED
- Some college
- AA degree
- Bachelor's degree
- Master's degree
- Doctorate

3. Do you have public sector experience?

- No
- Yes, less than 5 years
- Yes, more than 5 years

4. How many years of working experience do you have with procurement of information technology services and systems?

- None
- Less than 1 year
- 1-3 years
- 4-9 years
- 10 or more years

5. What is your technical level of understanding of information technology policies, standards, best practices, and security measures?

- None
- Very Little
- Basic
- Advanced
- Expert

6. Describe your experience with strategic project management where you had to develop appropriate and innovative solutions to meet future short and long-term technology needs. *Include the name of your employer, your job title, and the dates you performed the described experience. Please limit your response to this question to no more than 500 words.*